

Document Processing Technician

THE CITY

The City of Milpitas is located near the Southern tip of San Francisco Bay, forty-five miles south of San Francisco. With a population of approximately 65,000, Milpitas is a progressive community that is an integral part of the high-tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers and a population rich in diversity.

Incorporated in 1954, Milpitas is a general law city operating under the City Council/City Manager form of government with over 600 full time and part time employees. The City is financially secure with an annual budget of approximately \$164 million.

THE DIVISION

The City Clerk Division includes three sections: Word Processing, Printing Services, and the Clerk's Office.

THE POSITION

The successful candidate under general supervision, performs high volume transcription of police reports in a production environment; produces a variety of routine and complex documents including reports from pre-recorded and digital dictation, hard and electronic copy using computer equipment.

Examples of Duties – duties may include, but are not limited to, the following:

- Transcribe confidential police reports.
- Prepare draft/finished copy of manuals and documents, including council/agenda reports.
- Print final documents and distribute material to proper division/department.
- Assist in training new users and others.
- Keep abreast of assigned software applications and updates, including Microsoft Word and Outlook.
- Maintain daily record of work completed.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the twelfth grade.

Experience: Three (3) years of responsible clerical experience, including one (1) year of experience in operation of word processing and transcribing equipment in a production setting and extensive use and recent knowledge of a variety of office software applications.

Knowledge and Abilities:

- English usage, grammar, spelling, vocabulary, and punctuation.
- Office procedures, including filing systems, business correspondence, and report writing.
- Computer systems and various word processing software applications.
- Operate the City's computer equipment.
- Operate dictation transcribing equipment.
- Operate new equipment, learn new methods, and utilize new software applications.
- Design documents using a variety of software applications.
- Follow written and oral instructions.
- Work under pressure and tight deadlines.
- Prepare a variety of finished copy formats.
- Proofread typed material.
- Type at speed of 65 words per minute.
- **Highly Desirable:** Knowledge and ability to transcribe.

LICENSE

Incumbents must be able to travel to various locations in the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; heavy repetitive keyboarding; hearing ability sufficient to operate transcribing equipment for the majority of the work day, ability to work occasional weekend

and/or holiday work; able to travel to various locations in the City of Milpitas.

SELECTION PROCESS

A City of Milpitas application, typing verification of 65 words per minute and resume are required. Resumes in lieu of a City application will not be accepted. Applications will be screened for qualifications. Candidates whose qualifications most closely fit the needs of the division will be invited to participate in an examination process which may consist of a written, practical, supplemental questionnaire and/or oral board interview. Candidates who successfully pass all phases of the selection process will be placed on an eligibility list. All candidates will be advised of their status once finalists have been selected. References will not be contacted until a mutual interest in the position has been established.

TO APPLY

A City of Milpitas application, typing verification of 65 words per minute (dated within one year of application), and a resume must be submitted by Friday, October 20, 2006 to:

**City of Milpitas
Human Resources
455 E. Calaveras Blvd.
Milpitas, CA 95035**

City applications can be obtained in person, by calling (408) 586-3090 or at www.ci.milpitas.ca.gov.

The City reserves the right to close, re-open or cancel the recruitment at any time.

The City of Milpitas requires documentation of a candidate's identity and authorization to work in the United States prior to finalization of employment. Employment is subject to a candidate successfully passing a fingerprint check, background investigation, and a pre-employment physical exam..

SALARY AND BENEFITS:

Annual Salary	\$87,851 - \$106,784 (Employee pays 8% PERS contribution)
Retirement	CalPERS 2.7% at 55 plan, with single highest year.
Health Insurance	Multiple plans.
Dental	City paid.
Vision Insurance	City paid.
Life, LTD and STD	City paid \$50,000 life insurance. Long and short-term disability coverage.
Sick Leave	12 days per year.
Vacation	11 days per year to a maximum of 31 days per year.
Holidays	13 days per year.
Deferred Compensation (457 Plan)	\$900 per year, City paid.
Flexible Spending	Pre-tax medical and dependent day care expense accounts.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to the Human Resources Department at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

City of Milpitas
455 E. Calveras Blvd.
Milpitas, CA 95035

The City of Milpitas, California



**Announces an exciting job
opportunity for a**

Document Processing Technician

Annual Salary:

\$ 52,103 – \$ 63,332

(Employee pays 8% PERS Contribution)

Closing Date:

Friday, October 20, 2006